




FARMINGTON POLICE DEPARTMENT		
POLICY AND PROCEDURE		
	POLICY NUMBER: 499-04	EFFECTIVE DATE: 08/09/2016
	SUBJECT: Employee Record Retention	
	APPROVED BY:  STEVEN D. HEBBE, CHIEF OF POLICE	
		

PURPOSE:

To ensure the retention of personnel and employment records.

POLICY:

It is the policy of the Farmington Police Department to comply with federal law in the preservation and retention of personnel and employment records.

PROCEDURE:

Any personnel or employment record made, including but not limited to requests for reasonable accommodation, application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, lay-off or termination, rates of pay or other forms of compensation, and selection for training, shall be preserved by the Farmington Police Department or its designee for a period of three years from the date of the making of the record or the personnel action involved, whichever occurs later.

Where a charge of discrimination has been filed in writing or an action brought by the Equal Employment Opportunity Commission, the Farmington Police Department will retain, or will arrange for the retainment of, all personnel records relevant to the charge or action until final disposition of the charge or action. Records will then be destroyed in accordance with the New Mexico State Retention Schedule.

The term "personnel records relevant to the charge" would include personnel or

employment records relating to the aggrieved person and to all other employees holding positions similar to that held or sought by the aggrieved person and application forms or test papers completed by an unsuccessful applicant and by all other candidates for the same position as that for which the aggrieved person applied and was rejected.

This policy applies to entry level processes, promotional processes, specialized positions, training selection procedures, and disciplinary actions involving demotion or termination.